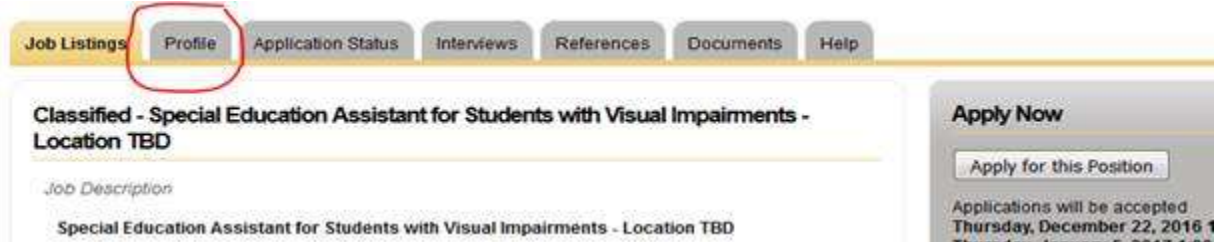


Changing Your Applicant Account Status

As a substitute, you will need to submit an external application for full-time or part-time contracted teaching positions. You can follow the instructions below to do so.

Log into your existing account and then follow the steps below:

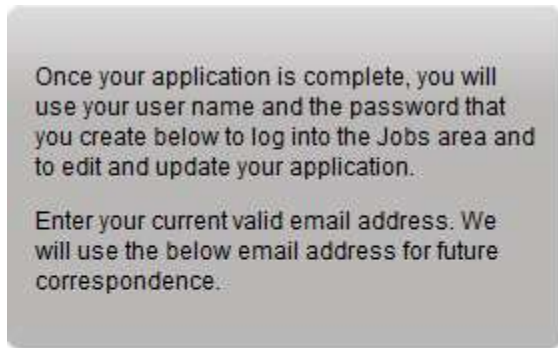
- 1) Click the Apply button next to the job you wish to apply for.
- 2) Click the Profile tab at the top of the page.



- 3) Click the Account Settings button on the right side of the screen.



- 4) On the right side of the screen chose the appropriate Account Type. You will want to click the word External.



You can change the type of account (Internal/External) at any time by following these steps. Please contact Human Resources at 402-537-6213 or plvaskhr@paplv.org with any questions.